



Columbia Correctional Institution

Portage, WI

ANNUAL REPORT

Fiscal Year 2017

(July 1, 2016- June 30, 2017)

Date Opened:

May 1986

Security Level:

Maximum

Staff to Inmate Ratio:

2.47 Inmates

Operating Capacity:

541

Current Population:

830

Number of Acres:

110

Number of Uniformed Staff:

241

Number of Non-Uniformed Staff:

95

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MESSAGE FROM THE WARDEN

Michael A. Dittmann
Warden

INSTITUTION MISSION STATEMENT & GOALS:

The mission of CCI is to protect the public by detaining adult male felons committed by state courts to the DOC and readying these men for custody reduction and eventual reintegration into society. Protection of the public is both an immediate and long-range focus, as virtually all inmates will eventually be released. Through a philosophy of strict and constructive treatment, both perspectives are met.

In pursuit of this mission, CCI shall:

- Provide a safe, secure, and humane environment for those individuals committed to our custody
- Ensure that the basic needs of each individual committed to our custody are met
- Treat all individuals under our custody and supervision with respect and dignity
- Uphold each individual's rights under the laws of the United States and the State of Wisconsin
- Hold accountable all individuals under our custody and supervision to the rules governing their behavior
- Afford meaningful opportunities for positive change to individuals under our custody and supervision through programs and services of treatment, education, and employment training
- Provide assistance to individuals under our supervision to enhance their successful reintegration within the community
- Treat all staff and members of the public with respect, courtesy, and professionalism
- Endeavor to maintain a staff that is culturally and racially diverse and which is representative of the citizens of this state
- Inform the public, governing bodies, and other governmental agencies about the Wisconsin correctional system and issues pertaining to corrections
- Respond to public and governmental requests for information with honesty and accuracy
- Constantly strive to increase our knowledge about crime and criminal behavior in order to be more effective in accomplishing our mission

In furtherance of this mission, CCI is committed to a correctional system that reflects the progressive ideals rooted in Wisconsin's heritage.

HISTORY & DEVELOPMENT:

CCI is an adult male, maximum-security prison located in Columbia County, Wisconsin, on a 110-acre parcel of land at the junction of U.S. Interstate Highway 39 and Wisconsin Highway 127, three miles northwest of downtown Portage and six miles north of U.S. Interstate 90-94. It was built at an initial cost of \$38,600,000 and was the first maximum-security facility to be planned, constructed, and operated in and by the State of Wisconsin in 91 years.

CCI is arranged in a series of living complexes, containing ten separate units, which are set about a secure, open courtyard. In September 1997, an additional barracks-style temporary living unit was built and opened to house 150 inmates. The entire institution, within the inner fence perimeter, covers over 27 acres, while almost 297,000 square feet are contained within its various building structures. The prison is flanked by five guard towers and surrounded by a double fence with electronic capability.

CCI was originally slated to accommodate 450 offenders in single cells because of the mixture of inmate types ranging from the vulnerable to the violent and from the handicapped to the severely mentally ill. The original capacity of the prison was achieved within months of its opening, and its numbers remained stable for the first several years of its operation. Overcrowding throughout the DOC, however, precluded CCI from remaining at original capacity. By the end of 1998, the institution's population was nearing 800 inmates. Many single cells were converted to double cells, though the most violent and dangerous inmates continue to be assigned to individual living spaces. The 150-bed barracks, built in 1997, added to the significant population growth.

SIGNIFICANT EVENTS & ACCOMPLISHMENTS:

- Bonnie Nutt of the Alzheimer's Association presented a staff training entitled Understanding Dementia and Changing Communication and Behaviors on August 4, 2016.
- Members of the Mexican Consulate met with nine inmates on October 3, 2016. The members were also given a tour and met with Warden Dittmann.
- An employee Health and Wellness Fair was held on October 6, 2016.
- A Coats for Kids drive was held from October 1 to October 21, 2016. CCI staff donated coats to the Salvation Army for distribution to needy children.
- Columbia Correctional Institution distributed a new inmate handbook on November 7, 2016.
- Columbia Correctional Institution hosted a blood drive for the American Red Cross on January 4, 2017.
- An AODA graduation was held on Thursday, January 19, 2017. Eleven inmates graduated from the program.
- Columbia Correctional Institution hosted CESA5 training for DOC educators on February 14, 2017.
- Columbia Correctional Institution's Polar Plunge team raised over \$3,200 for the Special Olympics. The team jumped at Olin Park in Madison on Friday, February 17, 2017, during the law enforcement only jump. The media were present to promote the law enforcement night. Team members who were unable to attend on Friday evening jumped on Saturday, February 18.
- An institution-wide search took place on February 21-22, 2017. A class of correctional officers from the Corrections Training Center assisted with the searches.
- Columbia Correctional Institution hosted Supreme Court Justice Rebecca Bradley; the Honorable Nicholas Brazeau, Jr. from Wood County; the Honorable Howard Cameron from St. Croix County; the Honorable Paul Curran from Juneau County; the Honorable Duane Jorgenson from Lafayette County; the Honorable Guy Reynolds from Sauk County; and Attorney Beth Yockey from the Court of Appeals during the Judicial Visitation Program on March 24, 2017. There was an inmate panel present to answer questions, and the participants were given a tour of the facility.
- Columbia Correctional Institution held an AODA graduation on May 9, 2017. Mr. Jerome Dillard was the guest speaker.
- Secretary Jon Litscher attended the Length of Service Awards Ceremony and potluck that was held on May 11, 2017, as part of Correctional Employees' Week.
- Columbia Correctional Institution hosted a blood drive for the American Red Cross on June 1, 2017.
- The Georgian delegation visited Columbia Correctional Institution on June 15, 2017. The group met with administrative staff and was given a tour of the facility.

NATIONAL CORRECTIONAL EMPLOYEE RECOGNITION WEEK

During National Correctional Employee Recognition Week, we recognized the experience and dedication of employees with 5, 10, 15, 20, 25, 30, and 35 years of service.

EMPLOYEE MANAGEMENT COMMUNICATION & COLLABORATION COMMITTEE

This committee meets monthly to actively engage employees at all levels of the organization by facilitating ongoing communication with staff to support the goal of two-way communication with employees, utilizing the knowledge and expertise of staff to problem-solve and plan.

STAFFING REPORT:

Columbia Correctional Institution Position Allocations

1	Buildings Grounds Superintendent	1	HVAC/Refrigeration Specialist (Advanced)
1	Building & Grounds Supervisor	2	Institution Complaint Examiner
2	Chaplain	1	Institution Human Resources Director
1	Correctional Management Services	2	Inventory Control Coordinator
165	Correctional Officer	1	Librarian
62	Correctional Sergeant	1	Medical Program Assistant Associate
6	Corrections Food Service Leader 2	8	Nurse Clinician 2
1	Corrections Program Supervisor	2	Nursing Supervisor
1	Corrections Security Director	1	Offender Records Assistant
1	Corrections Sentencing Associate	1	Offender Records Supervisor
4	Corrections Unit Supervisor	5	Office Operations Associate
1	Deputy Warden	1	Payroll & Benefits Specialist – Adv. Confid.
1	Education Director	1	Plumber
1	Electrician	1	Program Assistant –Adv.– Confidential
1	Electronic Technician Security - Senior	8	Psychological Associate /Psychologist-
3	Facilities Maintenance Specialist –	1	Psychologist Supervisor
2	Facilities Repair Worker – Advanced	3	Recreation Leader-Senior
1	Financial Program Supervisor	3	Secretary Confidential
2	Financial Specialist	2	Social Worker(Corrections)
1	Financial Specialist – Advanced	4	Social Worker (Corrections) – Senior
1	Financial Specialist – Senior	7	Supervising Officer 1
1	Food Service Administrator	7	Supervising Officer 2
1	Food Service Manager	10	Teacher
1	Human Resource Assistant	1	Warden

Total Positions = 336 Total FTE = 336

Retirements

Name	Title	Years of Service	Retirement Date
Alan Pulver	Correctional Officer	28 Years	01/02/17
Mary Kyburz	Correctional Sergeant	36 Years	01/04/17
Ricky Plath	Building & Grounds Supt.	36 Years	01/08/17
Joel Johnson	Correctional Officer	27 Years	02/02/17
Donald Morgan	Supervising Officer 2	34 Years	04/01/17
Kathleen Whalen	Nurse Clinician 2	2 Years	05/01/17

COMMUNITY RELATIONS BOARD

CCI continues to maintain its partnership with the community through its Community Relations Board. This board functions as a positive link between the institution and the Columbia County community. This board meets annually in the spring and fall and as needed throughout the year. Areas of mutual interest and concern include, but are not limited to, the following:

- Public awareness and education about the operation and mission of the institution, including information regarding offender program activities
- The impact of the institution on the community
- The institution's involvement in community affairs
- Variety of other law enforcement and community-related issues

2017 Community Relations Board Members	
Louis Williams II Federal Correctional Institution Oxford Warden	Rick Dodd City of Portage Mayor
Jay Lejeune Federal Correctional Institution Oxford Associate Warden Operations	Ken Manthey Portage Police Department Police Chief
Dan Sullivan Federal Correctional Institution Oxford Associate Warden Programs	Steve Pegram Columbia County Director of Emergency Management Services
Ron Serna Federal Correctional Institution Oxford Captain	Marty Havlovic City of Portage District 8 Alderman
Amy Kangas Federal Correctional Institution Oxford Reentry Coordinator	Clayton Simonson Portage Fire Department Fire Chief
	Linda Nellen Madison Area Technical College - Portage Campus Campus Manager

CCI COMMUNITY RELATIONS REPRESENTATIVES:

Michael Dittmann, Warden
 Kalen Ruck, Deputy Warden
 Lucas Weber, Security Director
 Karla Souzek, Corr. Mgmt. Serv. Director

Kevin Pitzen, Investigative Captain
 Cynthia Neuhauser, Corrections Program Supervisor
 Mark Teslik, Chaplin

OPERATING COSTS:

\$25,477,968.00 **YEAR ENDING 06/30/17** **(FISCAL YEAR 2017)**

Permanent Salary	\$15,682,192	Food	\$983,406
LTE Salary	\$98,521	Variable Non-Food	\$546,250
Fringe Benefits	\$6,781,817	Fuel and Utilities	\$765,289
Supplies and Services	\$454,598	Maintenance	\$165,895
Capital	\$0	TOTAL:	\$25,477,968

Payments Made by Inmates for Their Obligations and Restitution:

Victim/Witness	\$27,421	Restitution	\$34,992
Court Ordered	\$31,397	Institution	\$5,120
Child Support	\$12,658	Medical Co-Pay	\$6,279
DNA	\$18,128	TOTAL:	\$135,995

RECORDS:

Inmate Movement Out of CCI FY2017	
Transfers Out	533
Releases: Includes Mandatory/Extended Supervision, Max Discharge, and Court Ordered Release	110
Deaths	0
Total	643

Monthly Transfers Into CCI FY2017												
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
38	46	69	63	47	47	67	52	48	51	63	53	644

Average Monthly Population												
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	
827	822	828	827	822	827	826	814	828	825	825	827	

Population Breakdown by Race					
Hispanic	70	3.5%	American Indian	27	3.3%
White Non-Hispanic	309	42.5%	Asian	7	0.8%
Black	410	49.8%	Unknown	1	.1%
			Total	824	100%

INMATE COMPLAINTS:

FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY 2017
1762	1809	1598	1947	2052	2085	1707	1948

INMATE DISCIPLINE:

Year	Major Conduct	Minor Conduct	Total Appeals
2009-10	1460	537	293
2010-11	1636	623	317
2011-12	1170	512	237
2012-13	1310	550	294
2013-14	1300	500	326
2014-15	1210	371	231
2015-16	1543	715	167
2016-17	1889	1492	269

RECLASSIFICATION:

The Reclassification Department protects the public, staff, and inmates through centralized classification of inmates that establishes custody, placement, and program needs in order to safely afford inmates the opportunity to address their successful re-entry into the community and reduce their risk of re-offending. An inmate is initially classified at DCI A&E; this provides him with an initial custody level, institutional placement, and program assignment(s) upon his entry into the

correctional system. Reclassification staff reviews his progress while he is incarcerated, as well as provides recommendations and makes decisions regarding his movement through the system. Reclassification reviews are conducted annually (or more often if needed) and assess the inmates' risk relative to assaultive behaviors, escape, and security of the institution. Recommendations and decisions are made by the Reclassification Committee, which is comprised of the Classification Specialist and representatives from the Education, Social Services, and Security Departments. Reclassification is staffed by two full-time positions, an offender classification specialist and an operations program associate, who are employees of DOC's Bureau of Offender Classification and Movement.

Reclassification Office Statistics for FY2016:

- 801 reclassification hearings conducted
- 432 written inmate correspondence requests addressed
- 90 early PRC hearing requests processed

VISITING:

Visiting is offered seven days per week, eight hours per day, with afternoon and evening hours Monday through Friday and morning and afternoon hours on weekends and holidays. Visiting staff also supervise pastoral visits and other small bible studies. Approximately 16,000 friends and family members visit inmates at CCI each year.

HOUSING UNIT MANAGEMENT:

General population, maximum-security inmates are housed in four separate complexes, each made up of two units. These units include an Education Complex, a Vocational Complex, a Special Management Unit Complex, and a Work Complex. The barracks-style housing unit provides temporary housing for up to 150 minimum and medium security inmates. There are also two restrictive housing units, which though separated by geography, comprise a single complex for restricted-status inmates. A 13-cell R&O unit houses incoming general population inmates. The individual units are self-contained. The lives of the inmates revolve around the activities of the unit, as it is where they sleep, eat, and pursue program activities. Activities outside these living areas are also managed by unit groupings, a procedure that allows for more effective control of the population and reduces the potential for disruption.

Each decentralized complex is administered by a unit manager, who is assisted by a team composed of security staff, a social worker, a psychologist, and in certain cases, one or more teachers or work area supervisors. Each complex also has liaison contacts with HSU and designated members of the security supervisor ranks. These parties form a multi-disciplinary team, which is able to develop a more thorough and long-term knowledge of the character, abilities, needs, strengths, and deficiencies of each of the inmates in their respective units. This non-departmental approach to inmate management allows for a systematic, individual, and positive approach to inmates and enhances the institution's capability to ensure public safety with respect to confinement and rehabilitation.

SPECIAL MANAGEMENT UNIT:

The goal of CCI's SMU Complex is to provide activity-based programming and enhanced mental health monitoring within a separate housing facility committed to the needs of the seriously mentally ill/impaired inmate population at CCI. The most prominent diagnoses on both units are psychotic spectrum disorders and/or inmates with cognitive impairment such that concerns of vulnerability are foregrounded. The SMU houses a large number of the institution's offenders who are court-ordered for psychotropic medication as well as seriously mentally ill offenders in segregation, administrative confinement, and/or protective custody status.

Arts & Crafts Program:

This program is provided by unit staff and assists inmates with developing pro-social skills along with mental and motor skills. This program provides opportunities for activity, creativity, dexterity, and out-of-cell time which helps build social skills and is beneficial to their mental health. The group participants work on independent art/craft projects, music, current events discussions, writing skills, and relaxation. There is currently one group per week that meets for 90 minutes.

Dogs on Call Program:

The Dogs on Call program is an educational, social, and motivational activity that is offered to SMU offenders. Once per month, community volunteers and their dogs come to CCI to visit with offenders. This program is goal-driven and tailored to the needs of each offender. Incorporating animals into treatment is an empirically supported approach that has been beneficial with individuals with serious mental illness. The presence of an animal can be viewed as a less threatening environment, which often increases the establishment of rapport and socialization among reclusive and mentally ill offenders.

Mindfulness Group:

A bi-monthly Mindfulness Group is held for GP and SMU offenders. Mindfulness refers to paying attention to and seeing clearly whatever is happening in our lives. The group assists in developing a calmer approach to managing everyday problems, and it assists individuals in recognizing habitual, often unconscious, emotional, and physiological reactions to everyday events. Mindfulness is an empirically supported approach to cultivating clarity, insight, and understanding.

Coping Skills Group:

SMU program officers have recently provided a coping skills group. This group provides opportunity for socialization, peer support, and skill development. As a result of participating in this group, offenders develop a wider range of methods for coping with their mental health symptoms.

Rocking Chairs:

Our SMU units have rocking chairs for use by the offenders on the units. The motion of rocking is an empirically supported coping skill. Offenders on the unit have access to the rocking chairs as a method of relaxation and distraction when experiencing increased mental health symptoms.

Board Games:

Inmates on the SMU units are offered time to play board games for about 70 minutes twice weekly. This allows for inmates to work on their socialization skills as well as their mental skills. There are a variety of games offered, and SMU program officers participate and encourage inmates to try and learn different things. Games that incorporate teamwork, such as Pictionary and Guesstures are also offered to emphasize teamwork.

Gardening:

Recently the SMU units had raised gardens built in front of the complex. This allows some of our inmates to take part in the process of growing plants and vegetables for unit use. Inmates involved have planted, picked, and maintained the flowers, lettuce, peppers, tomatoes, and various herbs. Inmates are able to have some ownership over starting a project and seeing/receiving the benefits of the finished product.

AC Groups:

Inmates on the unit's AC tier have been offered Thinking for a Change and Positive Psychology groups to assist them in their efforts to get back to general population. These groups are offered by PSU, social workers, and the SMU unit manager.

Chair Aerobics:

The inmates are able to sign up and participate in chair aerobics twice weekly. This activity allows our inmates with physical challenges or disabilities opportunities for exercise right on the unit. This activity has evolved into something that is offered to all our SMU inmates.

Out of Cell Time for Restricted Inmates:

Inmates currently in restricted status can request out of cell time for leisure activities including therapeutic listening and TV time. These activities are granted by request as a behavior incentive. Mental health program escort officers also monitor out of cell time per inmate behavior management plans written by PSU staff. This time may include speaking to the psychologist, social worker, unit officer, or coming out of cell to color, draw, or play a board game with a unit staff member.

Illness Management and Recovery (IMR) Group:

IMR is an evidence-based group that helps offenders set meaningful goals for themselves, acquire information and skills to develop a better understanding of how to live with their mental illness, and make progress towards their own personal recovery and symptom management. This group meets once per week for 60 minutes and is facilitated by the unit social worker and mental health program escort officer.

Resilience Group:

PSU clinicians facilitate this group in order to help offenders build skills to assist them in adapting in the face of adversity, trauma, tragedy, and unexpected stressors. Goals of this group, which meets once per week for 60 minutes, include helping offenders keep an optimistic outlook for themselves and their lives; showing inmates that they do have a significant amount of control over what happens in their lives despite being in prison; and building self-esteem, self-confidence, and self-worth.

Coping Skill of the Day:

This is a self-help style program developed by PSU clinicians to allow inmates to develop and maintain healthy coping skills. Each day clinicians provide a different coping skill, including mindfulness and meditation techniques, pictures to draw or color, puzzles, and journaling topics. These coping skill packets are available in the dayroom and offenders are free to make use of any or all of the skills offered each week.

Wheelchair Accessible Tier:

One of the tiers of the Special Management Units is specially designed for inmates with complex medical needs and/or in need of an elevator to move about the unit and facility. This is the only tier in the institution that offers elevator accessibility. All cells on this tier are wheelchair accessible as well.

Release Clothes Project:

Clothing for indigent inmates (those who have no money and/or family/friends to purchase clothing) is donated by St. Vincent de Paul's to wear upon their release to the community, which aids them in their re-entry efforts. This year, Goodwill also donated a \$500 gift card for release clothing.

EDUCATION DEPARTMENT:

Program Statement:

The mission of the Education Department and Bluff View School is to ensure that opportunities exist for students to develop academic and vocational skills, consistent with identified needs, which will enable them to become productive members of the institution as well as society upon release into the community.

Department Composition:

CCI's Education Department is composed of one education director overseeing ten teachers, one librarian, and one office operations associate.

Enrollment/Completions:

Approximately 204 students can be accommodated in Adult Basic Education programs at any time with 36 students able to be accommodated in vocational lab programs and 51 in accompanying vocational classes at any time.

Bluff View School Graduates	
GED/HSED	10
Custodial Services	0
Building Services	3
Printing	2

TABE:

The Tests of Adult Basic Education are used by the DOC to measure achievement of basic skills. The content areas tested are reading, language, and math. TABE scores are used to ensure proper placement into educational programs.

HSED:

The High School Equivalency Diploma is awarded to those individuals that pass standardized national tests in math, reasoning through language arts, social studies, science, employability skills, civics, and health. The HSED or GED is required to complete the academic need given to inmates. The GED does not include employability or health.

Correspondence Courses:

Inmates who are interested in working toward an advanced degree may pursue their education through correspondence courses, choosing from a list of approved accredited colleges. Students are required to pay all expenses for the courses. During FY2017, CCI had five inmates participating in correspondence courses.

Inmate Photocopying:

The Education Department is responsible for processing all inmate photocopy requests. In July and August alone, the Education Department produced 6,005 copies that were returned to the inmates.

Vocational Programming:

CCI offers three vocational programs: custodial services, building services, and printing. The vocational courses are designed for inmates who have already completed their academic primary need or have received their high school diploma or HSED elsewhere.

Custodial services and building services are technical college courses through Madison Area Technical College. Printing is a technical college course through Northeast Wisconsin Technical College. Upon completion of all components of these courses, students are awarded a technical college diploma. Printing students are also involved in a six-week internship with BSI.

Library Programs:

CCI maintains a law library that has ten computer workstations for inmates to access LexisNexis and other court sites, as well as a limited print reference section, and a database of court forms. Each inmate has at least one opportunity per week to work in this area, and more time, if required, for pending litigation. There is a general collection of books and magazines with a variety of topics provided to inmates. The library is open Monday thru Friday from 7:45 a.m. until 8:45 p.m. and Saturday and Sunday 7:45 a.m. until 4:00 p.m., providing multiple opportunities for inmates to use the library in a given week.

CORRECTIONAL PROGRAMS & SERVICES:

Anger Control:

Anger Control is comprised of an introductory individual meeting, nine group lessons, a midterm individual meeting, nine additional lessons, and a final individual meeting. Each group lesson is approximately 90 minutes and includes instruction, role play, educational videos, group activities, and group and individual presentations. Lessons focus on the following concepts: knowing our feelings and recognizing the feelings of others, identifying underlying feelings masked by anger, recognizing triggers, choosing the right time to address concerns, identifying who should "own" a problem, practicing assertive communication, learning about stress reduction techniques, using the "anger map" to decide if holding onto anger is an appropriate response, and developing and maintaining healthy relationships. Participants identify thought patterns leading to negative consequences with anger and develop a plan to address these issues in the future. CCI started two Anger Control groups (ten inmates each) in May of this year.

AODA:

CCI started an AODA residential program in January 2016. We have contracted facilitators from the Jessie Crawford Recovery Center facilitate Cognitive Behavioral Interventions for Substance Abuse (CBISA) and Thinking For A Change (T4C). CBISA is designed for individuals who are moderate to high need in the area of substance abuse. The program relies on a cognitive-behavioral approach to teach participants strategies for avoiding substance abuse. This program places heavy emphasis on skill-building activities to assist with cognitive, social, emotional, and coping skills development. T4C is a program that combines cognitive restructuring theory with cognitive skills theory to help individuals in the justice system take control of their lives by taking control of their thinking. The three components of Thinking for a Change are: cognitive self-change, social skills, and problem solving skills. Cognitive and self-change teaches individuals a concrete process for self-reflection aimed at uncovering antisocial thoughts, feelings, attitudes, and beliefs. Social skills instruction prepares group members to engage in prosocial interactions based on self-understanding and consideration of the impact of their actions on others. Problem solving skills integrates the two previous interventions to provide group members with an explicit step-by-step process for addressing challenging and stressful real life situations. Participants meet two hours daily for a total of 13 weeks. A total of 42 inmates have graduated from the AODA program during this fiscal year. The next group of 24 participants started May 22, 2017.

Chapel Programming:

The CCI chapel has a full range of programs addressing the spiritual needs of inmates. CCI has one full-time chaplain and one part-time chaplain. The chapel utilizes over 100 volunteers in providing programs (including worship services, study groups, and prayer) for the seven religious groups (Buddhist, Catholic, Islamic, Jewish, Native American, Pagan, and Protestant). These volunteers are required to complete an orientation once every two years to stay current with changing policies. Volunteers are instrumental to all the groups, services, and programs that are offered at CCI, and inmates are appreciative of their time spent at the institution.

Thinking 4 Change - T4C (Cognitive Intervention):

The T4C is a 30-lesson program that is delivered in two, two-hour classes per week. T4C may take four to six months to complete the program once an inmate has enrolled. Phase One of T4C teaches participants the skills to identify their thinking patterns. Phase Two of T4C focuses on current situations and making plans for the future. Each class is approximately 10-12 inmates so that each inmate has the opportunity to work with the facilitators as well as with other inmates. CCI started two T4C groups in May. One group was for inmates in administrative confinement.

Forgiveness Group:

In 2015, Dr. Gambaro, Chaplain Teslik, and Chaplain O'Boyle started a forgiveness group that focused around the topic of forgiveness from a physiological and spiritual perspective. Since then, we have seen tremendous results in the attitudes, behaviors, and outlooks of the men that have attended the classes. We are now on our fourth class. We were also privileged to have Dr. Enright here at CCI in August 2016 to speak to our inmates and staff on the effects of forgiveness.

Dr. Enright and his graduate students at the University of Wisconsin-Madison are currently working with Dr. Gambaro and the chaplains on the first phase of a research study on the effects of forgiveness therapy in the prison setting. Thank you to the many inmates who volunteered to help us meet our goal of 100 men for the first phase of this study. The next phase of the study will begin soon. We are fortunate to continue our weekly forgiveness group, as well as to be part of this groundbreaking pilot study.

Mindfulness Group (General Population):

Since May 2014, volunteers from the Wisconsin Prison Mindfulness Initiative (WPMI) have visited CCI twice each month to offer mindfulness meditation training. Mindfulness is a way of acting in our everyday lives that leaves us at ease and peaceful; meditation is the training that makes us mindful. Currently a session is offered in the Special Management Unit in the morning and two general population sessions are offered in the afternoon. The general population groups have 10-14 inmates each. In fall 2015, to acknowledge the discipline and diligent practice of these men, WPMI began awarding certificates to recognize those who had attended 12 sessions (18 hours). Due to the popularity of this group, another session was added in June. This fiscal year, 18 men have received this certificate and have been able to share it during their classification review as evidence of persistence, self-care, and sincere effort to improve themselves and how they relate to others. New men regularly join the groups as others are transferred or released. Those in the group report that mindfulness helps them each day in dealing with the challenges and limitations of being incarcerated and has often

prevented the sort of actions that would have resulted in harming themselves or others, receiving a disciplinary ticket, or being placed in disciplinary segregation.

Long Distance Dads Program:

Long Distance Dads is a new twelve week program that started in April this year. The mission of this program is dedicated to support, counsel, educate, advocate, and challenge fathers to become a strong, positive force within their families. Fathers are encouraged to become role models willing to provide the loving leadership and spiritual guidance necessary to nurture their children. Participants have to commit to this program through attendance, participation, and homework assignments. Two classes of ten inmates each were offered this fiscal year.

RECREATION:

CCI offers both indoor and outdoor recreation opportunities. Recreation leaders are always looking for new ways through structured recreation for inmates to stay involved and to maintain or improve their physical fitness. Activities such as basketball, volleyball, weightlifting, handball, and a cardiovascular area that consists of an elliptical machine and recumbent bikes are offered or available for use. CCI installed new commercial universal gym equipment last year in the weight room. Two new commercial exercise bikes and a recumbent exercise bike were added this year. The building services crew also built corn hole toss boards which replaced the horseshoe pits. Intramurals (sports competitions between units) restarted in February of 2017.

Music:

CCI's Music Department is an opportunity for inmates to play instruments under the supervision of a music recreation leader. Due to property allowance and space, inmates are not allowed to play in-cell. At times, the recreation leader will schedule small groups of inmates together to allow for more of a band-style session. CCI also offers donated instruments to inmates in the event that they do not have money to purchase their own instrument. Approximately 30 inmates per day participate in the music program.

Hobby:

CCI's Hobby Department offers a wide variety of in-cell hobbies from which inmates can choose. All hobby materials are pre-approved by the hobby recreation leader and come directly from a retail store. CCI inmates are allowed to purchase up to \$100 in supplies per month. Some allowable hobbies include painting, drawing, crocheting, and beadwork. Inmates have the opportunity to sell their completed projects in the visiting room or send their completed project home to family or friends. CCI has approximately 300 inmates enrolled in the hobby program at this time.

COMMUNITY SERVICES:

These areas employ about 30 full-time inmates.

Crocheting/Sewing:

The inmates who participate in crocheting/sewing have created many handmade items such as hats, mittens, scarf sets, and lap afghans. CCI works with the Hope Lutheran Church in Portage for an annual donation of yarn, and, in turn, donates the crocheted items back to the church.

Lion's Club Eyeglass Project:

CCI has been fortunate to have the recycled eyeglass project for several years. Inmates work with recycled eyeglasses, read prescriptions, and do minor repair work to refurbish the eyewear. Finished eyeglasses are then returned to the Lion's Club and donated to those in need. This fiscal year, approximately 20,000 eyeglasses were returned to the Lion's Club.

Teddy Bear Project:

CCI inmates received some donated materials to create hand sewn teddy bears. Inmates are allowed to purchase teddy bears to send home. The proceeds go back into the project to purchase supplies and materials that are not donated. Inmates have made approximately 440 bears this fiscal year, donating 200 bears to the Dane County District Courthouse. Bears are also donated to non-profit organizations for fund raising efforts.

HEALTH SERVICES:

CCI's Health Services Unit is staffed seven days per week. Hours of operation are Monday through Friday, 6:00 a.m. to 10:30 p.m.; Saturday and Sunday 6:00 a.m. to 6:00 p.m.; and holiday hours 6:00 a.m. to 4:00 p.m. A nurse is on-call during off hours with an on-call physician available 24/7.

HSU is comprised of one health services unit manager, one full-time physician, eight nurse clinicians, three agency LPNs, one medical assistant, and one medical program associate assistant. In addition, one dentist, one dental assistant, and one hygienist staff an on-site dental clinic.

Each inmate is seen a minimum of one time per year for an annual screening. Ancillary services include: physical therapy, x-ray, ultrasound services, optical, and orthopedics. Dental services are provided to the inmate population as well.

Routine appointments for health maintenance are handled through chronic condition clinics, as well as weekly blood pressure clinics. Patients are referred for surgical interventions, cancer treatments, and to specialty clinics ranging from orthopedics and infectious disease to MRI scans. UW-Madison, Divine Savior Hospital, and Waupun Memorial Hospital were all utilized this year. We strive to meet our patients' needs while being cognizant of health care costs.

MENTAL HEALTH SERVICES:

The Psychological Services Unit (PSU) is responsible for assessing, monitoring, supporting, and treating inmates with identified mental health needs. PSU staff is unit based at CCI, and there were seven full-time and one half-time doctorate level psychologist or psychological associate positions at CCI, a psychologist supervisor, and an office operations associate. In addition to PSU staff, three psychiatrists provide services to CCI inmates. PSU staff provides on-call services after hours and on weekends; they consult with institution staff or report as needed to address inmates' mental health needs.

Inmate Mental Health Needs:

The inmate population at CCI can change weekly due to inmates transferring in and out of our facility each week. In the past year, there was an average of 406 inmates at CCI with identified mental health needs: 91 inmates were classified as having serious mental illnesses (MH-2A), 16 had severe personality disorders (MH-2B), 299 had identified mental health needs but were not considered mentally ill (MH-1), and 9 had intellectual disability disorders (ID). Overall, 51% of the total CCI population had identified mental health needs. It should be noted that CCI has more criminally and civilly committed (i.e., dually committed) inmates than any other DOC facility, and such inmates are typically transferred to WRC annually for review and potential renewal of their commitments for involuntary treatment. CCI currently operates a Special Management Unit which houses many of these offenders.

Per DAI policy, inmates with MH-1 and MH-2 mental health codes must be seen periodically for clinical monitoring. Inmates classified as MH-1 must be seen at least every six months, and MH-2 inmates must be seen at least every three months. There were 103 MH-2A inmates at CCI on October 6, 2016. A survey of how often they were seen for monitoring and treatment was conducted, 25 of the 103 inmates were randomly selected. According to PSU records, those 25 inmates were seen 369 times during the past fiscal year. Of those 25 inmates, none were seen less than 4 times; one was seen 49 times; and, on average, those inmates were seen 15 times each in the past year. Most offenders with mental health needs were seen more often than policy requires.

Inmate Services Offered:

Not all services provided by PSU staff are in response to crises. On average, we receive 125 requests from inmates per week. In addition to responding to inmate requests, providing crisis management, and performing clinical monitoring, PSU staff at CCI also:

- Triaged inmates' needs for psychiatric evaluation to ensure the most efficient and effective use of limited and expensive psychiatry time
- Provided group therapy for targeted psychological problems such as groups addressing mental illness management, depression, adjustment and social skills training
- Provided psychological evaluation of inmates' medical condition or compliance with recommended treatment
- Evaluated inmates' competence to give informed consent for their own health care

- Evaluated inmates' competence to refuse nutrition and fluids
- Monitored inmates in restrictive housing per policy
- Performed initial file screening of all inmates transferred to CCI
- Completed mental health evaluations of inmates regarding potential transfers to WSPF, the Wisconsin Resource Center, or dual diagnosis programs such as MICA or STAR
- Assessed inmates' needs for offense specific treatment (i.e., sex offense specific treatment)
- Assessed all inmates on psychotropic medications who were considered for transfer to minimum custody or minimum community custody

MAINTENANCE DEPARTMENT:

The Maintenance Department operates Monday through Friday, 7:00 a.m. to 3:45 p.m., and responds to emergencies as needed. Under the general direction of the Buildings & Grounds Superintendent and Buildings & Grounds Manager, the department employs 11 full-time maintenance staff, five correctional officers, and up to 23 inmates.

The Maintenance Department uses a computerized work order system to track all of the work order requests. Staff submits work order requests using the standard DOC-776 (Repair Work Order) form to the Maintenance Department. Work orders are then assigned by the Buildings & Grounds Superintendent or Buildings & Grounds Manager to the appropriate maintenance staff. Most work orders are completed within the same day; any orders that require replacement parts or other needs are completed as soon as possible and as time permits. Work orders that require modifications or changes to the physical plant or grounds require approval from the appropriate department supervisor, and depending on the scope of the project, may need to move up the chain of command for approval.

The Maintenance Department is responsible for all physical plant maintenance including plumbing, electrical, electronic technical services, HVAC, welding, woodworking, painting, food service and laundry equipment repair, and landscaping/grounds keeping.

Maintenance accomplishments in FY2017:

- Completed 6,049 work orders
- The CCI garden harvested a total of 8,781 pounds of produce, reducing food vendor costs
- Completed the inmate kiosk installation project in the general population housing units, restrictive housing units, library, and barracks
- Completed the Rachel/Chrome installation project in the Education and Library areas
- Installed an observation window in Program Services area
- Designed, fabricated, and installed trap boxes in restrictive housing unit 1

FOOD SERVICE:

The Food Service Department operates seven days per week. The main kitchen is in operation from 4:00 a.m. to 6:00 p.m. Under the supervision of the food service administrator and a food production manager, Food Service employs six full-time correctional food service leaders, one correctional officer, and approximately 28 directly supervised inmate workers. Approximately 2,710 meals are served per day with an average cost of \$1.04 per meal.

BADGER STATE INDUSTRIES:

Print Shop 927:

The BSI print shop has been in operation since the 1930s and is currently housed at Columbia Correctional Institution.

Under the supervision of the BSI supervisor, the print shop's operations are performed by two industries specialists and approximately 16 inmates. The staff and supervisor combined have over 100 years of experience in the printing field. This knowledge is what is channeled to teach and train the inmate workers so they can become a contributing member of society once they are released.

The print shop printed over 2,000 jobs and recorded \$760,932 in invoiced sales, an increase of \$105,000 from the last fiscal year. Some of the items the shop produces are envelopes, flyers, brochures, business cards, perfect bound books, saddle stitch books, training binders, laminated posters, raffle tickets, and temporary license plates for the DOT. In addition, the print shop has just installed a DL5400 label/large format Inkjet printer.

ADA COORDINATORS:

Primary: Pam Schmidt, ABE/Special Education Teacher
Alternate: Jason Thompson, Building & Grounds Superintendent

To request consideration for an accommodation under the Americans with Disabilities Act, forms are available in the library or inmates may contact an ADA coordinator for a form. Please refer to DAI Policy & Procedure 300.00.32 for further information.

COMPAS COORDINATORS:

Primary: Lindsay Walker, Unit Manager
Alternate: Vacant

LEP COORDINATOR:

Primary: Maria Boettcher

PREA INVESTIGATORS:

Primary: Kevin Pitzen, Investigations Captain
Alternate: Gwen Schultz, Administrative Captain
Lindsay Walker, Restricted Status Housing Unit Manager
Joseph Cichanowicz, Training Captain
Jasen Miller, Captain

ACRONYMS:

A&E	Assessment & Evaluation	UW-M	University of Wisconsin-Madison
ABE	Adult Basic Education	WPMI	Wisconsin Prison Mindfulness Initiative
AC	Administrative Confinement	WRC	Wisconsin Resource Center
ADA	Americans Disability Act	WSPF	Wisconsin Secure Program Facility
AODA	Alcohol & Other Drug Abuse		
BSI	Badger State Industries		
CBISA	Cognitive Behavioral Interventions for Substance Abuse		
CCI	Columbia Correctional Institution		
DAI	Division of Adult Institutions		
DCI	Dodge Correctional Institution		
DOC	Department of Corrections		
DOT	Department of Transportation		
FY	Fiscal Year		
GED	General Education Development		
GP	General Population		
HSED	High School Equivalency Degree		
HSU	Health Service Unit		
HVAC	Heating, Ventilation, and Air Conditioning		
IMR	Illness Management & Recovery		
LEP	Limited English Proficiency		
LPN	Licensed Practical Nurse		
LTE	Limited Term Employee		
MICA	Mental Illness Chemical Abuse		
MRI	Magnetic Resonance Imaging		
PRC	Program Review Committee		
PREA	Prison Rape Elimination Act		
PSU	Psychological Services Unit		
R&O	Reception & Orientation		
SMU	Special Management Unit		
STAR	Successful Treatment and Recovery		
T4C	Thinking for a Change		
TABE	Tests of Adult Basic Education		